

Equipment and Books — Out for Repair

If you send books to the bindery or equipment to the repair shop, there is an easy way to keep track of these items with Alexandria.

In Circulation, bring up the On Repair patron by typing 4 and [enter].

Scan or type the barcodes of the items going out for repair.

To see a list of all items currently out to On Repair, click on Details or type Q [enter] in the command line.

For past items, or to see when an item was checked out to On Repair, use the gear icon in the Current Item pane to select History. This will print a full history report for On Repair. This also lets you keep track of how long these items have been On Repair.

When an item is On Repair, this will be reflected in the Researcher. Look at the copies and you will see it's listed as On Repair.

What happens if every copy of the item is On Repair? Patrons can still locate the item, write reviews, place holds and so forth — unless you set it to Auto Hide.

In Preferences, go to the Researcher area. In some of the Categories — such as the main Search category — there will be an Auto-Hide tab.

There is an area where you can Hide Title When All Copies Are... Check the box for On Repair, and Save the preference. If you do this, then when all copies of a title are On Repair, the item won't show up in this search module.

When an item is returned from the repair shop or the bindery, just Bookdrop it to change the status back to Available.